



**Policy:** 4190  
**Procedure:** 4190.02  
**Chapter:** Secure Facilities  
**Rule:** Pastoral Visits from On-Site  
and Community Chaplains

**Effective:** 01/06/06  
**Replaces:** 4190.02  
**Dated:** 11/13/02

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Chaplains schedule regular visits with juveniles at various sites within the secure facilities and in the community, as needed. Chaplains serve as the on-site liaison and facilitator to aid community clergy visiting juveniles in secure facilities.

**Rules:**

1. **ADJC CHAPLAINS** shall visit the following secure facility sites:
  - a. Separation Housing Unit (to check on any juvenile who has been in separation for longer than 24 hours);
  - b. Infirmary (upon request);
  - c. Housing Unit, recreational areas, academic school (upon request);
  - d. Families in the visitation area on weekends (upon request);
  - e. Juveniles assigned to a local hospital (upon request).
2. **ON-SITE CHAPLAINS** shall arrange visits with a mentor or a clergy of a juvenile's particular religious faith when requested by either juvenile or clergy:
  - a. If a visit is requested by clergy, the **CHAPLAIN** shall consult with the juvenile to determine whether or not the juvenile wants a visit;
  - b. Upon a juvenile's request for a visit from his/her community clergy, a **CHAPLAIN** shall contact the community-based clergy to verify the proposed visitor is an actual member of the clergy and to set up an appointment;
  - c. The **ON-SITE CHAPLAIN** shall refer the requesting clergy to the volunteer coordinator for a fingerprint and background clearance;
  - d. No visit between visiting clergy and juvenile shall take place until clearance is secured.
3. The **CHAPLAIN** shall inform security and housing unit employees of the date and time of the expected clergy or mentor visit.
  - a. Whenever possible, the **CHAPLAIN** shall meet with the juvenile and clergy member during the visit to offer information or assistance, as needed, and to make an informal evaluation of the interaction.
4. **EMPLOYEES** shall permit juveniles to participate in the scheduled visits. With the exception of a secure facility lock down, **EMPLOYEES** shall not use treatment groups or any restrictions from preventing a juvenile from attending a scheduled visit.
5. When the Chaplain is unable to supervise the clergy member and the juvenile, **SECURITY** shall use the special visit guidelines.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
01/17/06	Dianne L. Gadow		